

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
680 Poplar Street
Terre Haute, IN 47807
Monday, March 17, 2025, 5:30 PM**

A G E N D A

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of February 17, 2025, Regular Meeting**
4. **Treasurer's Report**
 - a) Monthly Financial Statement
 - b) Claims and Payroll
 - c) Special Claims
 - d) Gift Fund Report
5. **Reports to the Library Board**
 - a) Adult Services Manager Jeanette Bouchie
6. **Director's Report**
7. **Old Business**
8. **New Business**
 - a) Resolution to Pay Merchant Fees
 - b) Bid for VCPL Network Equipment
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, April 21, 2025, at 5:30 p.m., Main Library.
11. **Adjournment**

At the regular meeting of the Vigo County Public Library Board at the Vigo County Public Library 12 Points Branch, 2200 North 13th Street, Terre Haute, at 5:30 p.m. on the 17th day of February 2025, the following people were present:

Library Board Members Present: James M. Young, President; Christi A. Fenton, Vice President; George L. Heubel, Secretary; *Stacy D. Killion arrived at 5:40 p.m.*, Tiffany D. Cherry; Kelly J. Ford; and Tom W. Bogigian.

Library Staff: Kristi Howe, Brandy Bridgewater, Amy Gibson, Rob Fox, Jordon Orwig, Crystal Ward, Heather Rayl, and Lauren Elyea.

Others: none.

PUBLIC INPUT ON ACTION ITEMS - None.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for January 21, 2025, regular meeting, made by Cherry, seconded by Heubel, passed.

CONSIDERATION OF BOARD OF FINANCE MEETING MINUTES

A motion to approve the minutes as written for January 21, 2025, Board of Finance meeting, made by Heubel, seconded by Ford, passed.

TREASURER'S REPORT

Monthly Cash Statement

Mrs. Bridgewater presented the Cash Statement for the period ending January 31, 2025 (copy attached to official minutes).

Claims and Payroll

Mrs. Bridgewater presented the Month End Claims dated January 31, 2025, in the amount of \$54,022.46 (Library Operating, \$53,831.39; Gift Fund, \$191.07; Grants, \$0). Library Operating Claims dated February 17, 2025, in the amount of \$65,394.33 (Library Operating Fund, \$62,877.31; Gift Fund, \$397.69; Grants, \$2,119.33). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims - None.

Gift Fund Report

Mrs. Bridgewater presented the Gift Fund report for January 31, 2025, for \$63,218.94.

Approval of Treasurer's Report

A motion to approve the Treasurer's Report, made by Fenton, seconded by Cherry, passed.

REPORTS TO THE LIBRARY BOARD

12 Points Manager Crystal Ward presented an overview of the programs and events that have taken place at the 12 Points Branch since it opened on October 28, 2024. Since then, the 12 Points Branch has had more than 8,000 visitors come through the doors, various community organizations are using the meeting spaces, and the staff have issued over 400 library cards and have offered 42 programs. Ms. Ward stated the Bilingual Story Time, with Assistant Librarian Francois Mulot reading in both English and French, has become quite popular.

DIRECTOR'S REPORT

Ms. Howe provided comments on her written report and highlighted a few upcoming events.

Ms. Howe presented an overview of the two annual reports that are required to be completed this time of year and summarized the key agencies that VCPL works with, including the Department of Local Government Finance, the State Board of Accounts, and the Indiana State Library. She provided a brief explanation of the functions of each agency and their relationship with the Library.

Due to DEI initiatives and committees being a topic in the news lately, Ms. Howe explained what Diversity, Equity, and Inclusion training looks like at the Library. She mentioned that during the creation of the 2019-2023 Strategic Plan, inclusivity was purposefully emphasized. The subsequent year, a diversity, equity, and inclusion committee was established comprised of staff members who volunteered to participate. The committee develops training sessions each year that revolve around diversity, equity, and inclusion and submit them to administration for review. To allow staff flexibility to complete the required training, sessions are offered in a variety of methods including in-person, e-learning, webinars, and self-directed options like books, articles, and videos. For 2025, in conjunction with the theme of our NEA Big Read book, *Sitting Pretty*, the committee has concentrated on accessibility and finding ways to modify our services and facilities to better serve our colleagues and customers with diverse social, emotional, intellectual, and physical abilities and to do so independently without the need for assistance or staff intervention.

A motion approving the Director's Report made by Killion, seconded by Ford, passed. (Copy of Director's Report attached to official minutes.)

OLD BUSINESS - None.

NEW BUSINESS

Bid for E-Rate Funding for Hotspot Lending Program

A motion to accept the Bid from T-Mobile for E-Rate Funding for the Hotspot Lending Program, made by Bogigian, seconded by Killion, passed.

State Board of Accounts 2024 Annual Report

A motion for permission to advertise and accept the State Board of Accounts 2024 Annual Report, made by Ford, seconded by Cherry, passed. (A copy of the cash and investments combined statement is attached to the official minutes.)

Indiana State Library 2024 Annual Report

A motion to approve the Indiana State Library 2024 Annual Report, made by Fenton, seconded by Killion, passed. (A copy of the ISL Annual Report is attached to the official minutes.)

SUGGESTIONS FROM THE BOARD, STAFF, OR PUBLIC FOR ACTION OR STUDY

None.

NEXT MEETING

Regular Meeting, Monday, March 17, 2025, at 5:30 p.m., Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Killion, seconded by Bogigian, passed. The meeting was adjourned at 6:28 p.m.

James M. Young, President

Christi A. Fenton, Vice President

George L. Heubel, Secretary

Stacy D. Killion, Board Member

Tiffany D. Cherry, Board Member

Kelly J. Ford, Board Member

Tom W. Bogigian, Board Member

AG 3/7/25

Cash Statement
 Vigo County Public Library
 February 2025

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund 100-01-1010	4,650,436.42 5,680,441.78	20,917.09 170,742.67	611,449.01 1,791,279.95	4,059,904.50	(590,531.92) (1,620,537.28)
Cash Gift Fund 200-00-1010	63,218.94 68,245.53	1,523.51 1,764.19	2,422.95 7,690.22	62,319.50	(899.44) (5,926.03)
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash-State Technology Reimburs 276-00-1010	(1,919.83) (14,493.17)	0.00 14,493.17	2,119.33 4,039.16	(4,039.16)	(2,119.33) 10,454.01
Cash-NICCL Technology Improvem 282-00-1010	500.00 500.00	0.00 0.00	0.00 0.00	500.00	0.00 0.00
Cash-NEA Big Read 283-00-1010	(20,000.00) 0.00	18,000.00 18,000.00	0.00 20,000.00	(2,000.00)	18,000.00 (2,000.00)
Cash Public Library Access Car 800-00-1010	65.00 0.00	0.00 65.00	0.00 0.00	65.00	0.00 65.00
Cash-Payroll Withholdings 803-00-1010	1,305.36 11,420.24	85,880.35 210,360.34	85,960.07 220,554.94	1,225.64	(79.72) (10,194.60)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*32760	REYNOLDS*CRYSTAL	100	Check	100.00	57033	HISTORY WALK
*32761	GRAYLESS FILTER SERVICES I	100	Check	37.04	57034	20X24X2 FILTERS
32809	PIMANCO, INC	100	Check	2,500.00	57035	HAUTE HAPPENINGS PROMOTIONS
32646	SARATOGA RESTAURANT	200	Check	300.00	57036	CASH BAR FOR RETRO REWIND EVENT
32788	SPENCER EVENING WORLD	100	Check	108.60	57037	NEWSPAPERS
					Total Count:	5
					Total Amount:	3,045.64
32756	ADP INC - AUTOPAY II	100	ACH	1,425.01	11484	PAYROLL SERVICES
32770	ADP INC - AUTOPAY II	100	ACH	771.45	11485	PAYROLL SERVICES
32736	AMAZON.COM LLC	100	ACH	16.00	11486	CIRC PRINT MATERIAL
32737	AMAZON.COM LLC	100	ACH	44.55	11487	CIRC PRINT MATERIAL
32753	AMAZON.COM LLC	100	ACH	16.99	11488	WEST INDIANA ART PROGRAM
32754	AMAZON.COM LLC	100	ACH	198.98	11489	DVD/VIDEO MATERIAL
32762	AMAZON.COM LLC	100	ACH	72.00	11490	USB DRIVES
32763	AMAZON.COM LLC	100	ACH	49.08	11491	BR SUPPLIES
32772	AMAZON.COM LLC	200	ACH	251.07	11492	SCREEN PRINTING SUPPLIES6

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32773	AMAZON.COM LLC	100	ACH	35.16	11493	PARALYMPIAN LEGOS
32774	AMAZON.COM LLC	200	ACH	136.32	11494	CANDY FOR RETRO REWIND
32775	AMAZON.COM LLC	100	ACH	18.88	11495	CIRC PRINT MATERIAL
32776	AMAZON.COM LLC	100	ACH	16.18	11496	CIRC PRINT MATERIAL
32777	AMAZON.COM LLC	100	ACH	8.19	11497	BR TABLESCAPES SUPPLIES
32806	AMAZON.COM LLC	100	ACH	85.23	11498	CIRC PRINT MATERIAL
32807	AMAZON.COM LLC	200	ACH	198.95	11499	SUBLIMATION SUPPLIES
32825	AMAZON.COM LLC	100	ACH	93.22	11500	WEST PROG OREGON TRAIL STORYTIM
32826	AMAZON.COM LLC	100	ACH	17.35	11501	WEST PROG OREGON TRAIL STORYTIM
32827	AMAZON.COM LLC	100	ACH	132.08	11502	OFFICE SUPPLIES
32828	AMAZON.COM LLC	100	ACH	418.50	11503	DVD/VIDEO MATERIAL
32829	AMAZON.COM LLC	100	ACH	31.32	11504	POSTAGE LABELS FOR TS
32830	AMAZON.COM LLC	100	ACH	217.59	11505	PROGRAM SUPPLIES/PIONEER VILLAGE
32745	BAKER & TAYLOR INC	100	ACH	2,416.44	11506	CIRC PRINT MAT AND AUD REC BOOKS
32787	BAKER & TAYLOR INC	100	ACH	3,190.70	11507	CIRC PRINT MAT AND AUD REC BOOKS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32728	BOOK DEPOT	100	ACH	334.46	11508	JUNETEENTH BOOKS
32814	DEMCO, INC	100	ACH	920.19	11509	LAMINATE VARIOUS SIZES
32794	E-Z CLEAN INC	100	ACH	452.20	11510	WALK BEHIND SCRUBBER SERVICE
32795	E-Z CLEAN INC	100	ACH	764.10	11511	PEAKSERVE PAPER TOWELS AND TORI
32796	E-Z CLEAN INC	100	ACH	196.74	11512	HAND SOAP AND PAPER TOWELS
32797	E-Z CLEAN INC	100	ACH	86.94	11513	HAND SOAP AND PAPER TOWELS
32822	E-Z CLEAN INC	100	ACH	74.11	11514	PAPER TOWELS
*32752	EBSCO INFORMATION SERVICE	100	ACH	5.50	11515	MAGAZINES
32769	EXPRESS SERVICES INC	100	ACH	903.45	11516	PART TIME STAFFING
32847	EXPRESS SERVICES INC	100	ACH	733.54	11517	PART TIME STAFFING
32746	GALE/CENGAGE LEARNING	100	ACH	614.76	11518	CIRC PRINT MATERIAL
*32805	HOWE*KRISTI	100	ACH	221.48	11519	MILEAGE REIMBURSEMENT
*32799	INDUSTRIAL SUPPLY COMPANY	100	ACH	202.10	11520	AIR VENT FOR CHILLER
32744	MIDWEST TAPE	100	ACH	416.70	11521	DVD/VIDEO MATERIAL
32789	MIDWEST TAPE	100	ACH	1,158.14	11522	DVD/VIDEO MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32764	NEW AVENUES	100	ACH	166.24	11523	ALA CARTE ADMIN FEE
*32848	ORACLE ELEVATOR COMPANY	100	ACH	1,232.07	11524	SEMI ANNUAL CONTRACT
32846	RICOH USA INC	100	ACH	599.69	11525	COPIER LEASE
32768	RICOH USA INC	100	ACH	3,472.08	11526	COPIER LEASE
32757	RICOH USA INC	100	ACH	136.86	11527	COPIER LEASE
32798	RICOH USA INC	100	ACH	1,613.66	11528	COPIER LEASE
*32747	VERNON LIBRARY SUPPLIES IN	100	ACH	1,261.50	11529	HANDY HOLD RESTICK PAPER
*32801	WARD*CRYSTAL	100	ACH	21.17	11530	MILEAGE REIMBURSEMENT
*32821	WORLD ARCHIVES HOLDINGS,	100	ACH	2,925.00	11531	MICROFILM DUPLICATION
					Total Count:	48
					Total Amount:	28,373.92
32748	OFFICE DEPOT	100	E-pay	233.80	11652	PAPER FOR PR
32749	OFFICE DEPOT	100	E-pay	10.69	11653	OFFICE SUPPLIES
32750	OFFICE DEPOT	100	E-pay	2.32	11654	OFFICE SUPPLIES
32751	OFFICE DEPOT	100	E-pay	1,016.63	11655	OFFICE SUPPLIES
*32758	B & S PLUMBING & HEATING IN	100	E-pay	575.99	11656	CEILING LEAK REPAIR

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*32765	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	73.50	11657	LAUNDERING OF MAIN TABLECOTHS AT
*32771	BROOKFIELD GROUP*THE	100	<i>E-pay</i>	3,075.00	11658	MICROSOFT RENEWAL
*32802	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	24.57	11659	MAIN IRRIGATION SERVICE
*32803	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	433.66	11660	MAIN SEWAGE BILLING
32759	SAM'S CLUB DIRECT	100	<i>E-pay</i>	128.14	11661	PROGRAM SUPPLIES
32811	OFFICE DEPOT	100	<i>E-pay</i>	2.29	11662	OFFICE SUPPLIES
32812	OFFICE DEPOT	100	<i>E-pay</i>	13.10	11663	OFFICE SUPPLIES
32813	OFFICE DEPOT	100	<i>E-pay</i>	44.10	11664	CARD STOCK FOR PR
32817	T-MOBILE USA, INC.	100	<i>E-pay</i>	984.66	11665	MAIN HOTSPOT DATA
32818	T-MOBILE USA, INC.	100	<i>E-pay</i>	121.52	11666	WEST HOTSPOT DATA
*32819	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	461.37	11667	MAIN TRASH SERVICE
*32674	CAPITAL ONE	100	<i>E-pay</i>	178.69	11668	PROGRAM SUPPLIES
32823	LIBERTY MUTUAL	100	<i>E-pay</i>	100.00	11669	PUBLIC OFFICIAL BOND- A GIBSON
*32824	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	33.95	11670	LAUNDERING OF MAIN TABLECOTHS AT
*32781	VISA CARD SERVICES		<i>E-pay</i>	7,650.99	11673	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		100				
		200				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*32849	COURTESY CLEANING CENTEF	100	E-pay	91.00	11682	LAUNDERING OF MAIN TABLECOTHS AN
*32850	INDIANA AMERICAN WATER CC	100	E-pay	527.82	11683	MAIN WATER SERVICE

Total Count: **22**
Total Amount: **15,783.79**

Library Operating Fund 100:	45,178.09
Gift Fund 200:	2,025.26
Rainy Day Fund 201:	0.00
State Technology Reimbursement Grant Fund 276:	0.00
WVCF Creating a Better Tomorrow Grant Fund 277:	0.00
UW Neighborhood Improvement Grant Fund 278:	0.00
WVCF Impact Grant Fund 279:	0.00
Lifelong Arts Indiana Grant Fund 280:	0.00
Lifelong Arts Indiana Grant Fund 281:	0.00
NEA Big Read Grant Fund 283:	0.00
Public Library Access Card Fund 800:	0.00

Grand Total Count:	75
Grand Total Amount:	47,203.35

Executive Director
Kristi Howe

VISA -FEBRUARY- MONTHLY TOTAL			PAY 02/28/2025	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
2/3/2025	250254	COURT STREET GARAGE	PARKING FOR STATEHOUSE DAY	22.00
1/27/2025	250371	INDIANA CHAMBER OF COMMERCE	LEGISLATIVE DIRECTORY APP	9.99
2/6/2025	250304	COURT STREET GARAGE	PARKING FOR STATEHOUSE VISIT	22.00
ADM TOTAL				53.99
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
1/29/2025	250090	MAILCHIMP	MAILCHIMP RENEWAL FOR FEBRUARY	214.00
1/31/2025	250216	GOOGLE	GOOGLE WORKSPACE	187.20
2/6/2025	250274	BAMBU LAB	FILAMENT REFILL FOR 3D PRINTER	119.92
2/21/2025	250350, 250193	FACEBOOK	SILENT DISCO BOOST AND RETRO REWIND BOOST	46.00
2/20/2025	250350, 250193	FACEBOOK	SILENT DISCO BOOST AND RETRO REWIND BOOST	46.00
2/17/2025	250193	FACEBOOK	SILENT DISCO BOOST	14.75
2/17/2025	250193	FACEBOOK	SILENT DISCO BOOST	11.33
2/11/2025	250193	FACEBOOK	SILENT DISCO BOOST	46.00
2/8/2025	250193	FACEBOOK	SILENT DISCO BOOST	46.00
2/15/2025	250193	FACEBOOK	SILENT DISCO BOOST	46.00
DENNIS S TOTAL				777.20
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
1/22/2025	NA	RETRACTABLEREELS.COM	SALES TAX REFUND ON PREVIOUS ORDER	-3.50
1/23/2025	250147	TERRE HAUTE CHAMBER OF COMMERCE	CITY UPDATE TABLE REGISTRATION	350.00
1/24/2025	250158	WABASH VALLEY HUMAN RESOURCES ASSOCIATION	2025 WVHRA DUES	198.00
1/24/2025	250157	SOCIETY FOR HUMAN RESOURCE MANAGEMENT	2025 PROFESSIONAL MEMBERSHIP	264.00
1/24/2025	250161	SOCIETY FOR HUMAN RESOURCE MANAGEMENT	LABOR LAW POSTERS FOR 12 POINTS	205.74

1/24/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	2.74
1/24/2025	250168	WABASH VALLEY HUMAN RESOURCES ASSOCIATION	MEETING REGISTRATION- J BOUCHIE AND J ORWIG	42.46
1/27/2025	250113, 250115	LITTLE BEAR COFFEE CO	GIFT CARD AS PRIZE FOR SPELLING BEE AND WINTER READING	275.00
1/28/2025	250170	AMERICAN ASSOCIATION OF NOTARIES	NOTARY SUPPLY KIT- E LAND	77.80
1/28/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	8.00
1/29/2025	250174	MENARDS	ADDITIONAL PAINT FOR SORRY BOARD	21.74
2/1/2025	250089	ICONIC DIGITAL MARKETING	WEBSITE FEE	355.50
2/3/2025	250224	KITZIES BOOKS	REF MATERIAL	27.82
2/3/2025	250259	HOMELESS TRAINING INSTITUTE	MEMBERSHIP RENEWAL	1149.00
2/3/2025	250253	CAPITOL COMMONS GARAGE	PARKING FOR STATEHOUSE DAY	35.00
2/3/2025	250252	CRACKER BARREL	LUNCH FOR STATEHOUSE DAY	94.07
2/5/2025	250262	CAKLEBERRIES	LUNCH FOR NEW EMPLOYEE ORIENTATIONS	75.00
2/6/2025	250276	AMERICAN BUTTON COMPANY	BUTTON MAKER	297.74
2/6/2025	250265	BAMBU LAB	PLA SILK FOR TABLESCAPES	49.98
2/7/2025	250272	DOLLAR TREE STORES	BLIND DATE WITH A BOOK PRIZE	13.75
2/13/2025	250281	PAPA JOHN'S PIZZA	PIZZAS FOR ESL FAMILY NIGHT FEB 13	194.97
2/14/2025	250313	SILENCE ACTIVATIONS	BR KICKOFF EVENT	475.00
2/14/2025	250274	BAMBU LAB	FILAMENT REFILL FOR 3D PRINTER	59.96
2/14/2025	250324	IFABRIC.COM	BR TABLESCAPES SUPPLIES	41.56
2/14/2025	250333	CITY OF TERRE HAUTE FIRE DEPARTMENT	ANNUAL INSPECTION	35.00
2/14/2025	250325	NAMECHEAP	FRIENDS WEBSITE DOMAIN	30.32
2/15/2025	250317	LEGO	PROGRAMMING SUPPLIES	338.52

2/17/2025	250251	SWANK MOVIE LICENSING	SINGLE-EVENT LICENSE FOR WICKED	250.00
2/17/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	8.00
2/18/2025	250351	GFS MARKETPLACE	SUGAR AND CREAMER FOR HOSPITALITY	91.98
2/19/2025	250362	MINIFIGS LTD	MINIFIG WHEELCHAIRS FOR BIG READ PROGRAM	27.12
2/19/2025	250340	FOLKMANIS PUPPETS	PUPPETS FOR MUSIC MAKERS ACADEMY	211.94
2/19/2025	250380	TECH SOUP	MONTHLY CLOUD SOLUTIONS LICENSE	336.00
2/20/2025	250277	JOANN FABRIC AND CRAFT STORE	YARN FOR SENIOR FIBER ARTS SERIES	87.74
2/20/2025	250112, 250114	FEDERAL COFFEE AND FINE FOODS	GIFT CARDS FOR WRC AND TRIVIA PROGRAM	275.00
2/20/2025	250363	CYCLONEINKS.COM	SUBLIMATION PRINTING SUPPLIES	99.95
2/21/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	8.00
2/21/2025	250378	CANVA	TEAM CANVA RENEWAL	239.80
2/21/2025	250111	AFTERBURNER BREWING COMPANY	GIFT CARDS FOR TRIVIA PRIZES	100.00
BRANDY TOTAL				6450.70
HEATHER RAYL		XXXX XXXX XXXX 6325		
1/24/2025	250156	INDIANA LIBRARY FEDERATION	H RAYL ILF MEMBERSHIP	120.00
2/4/2025	250387	IPARK	PARKING FOR STATEHOUSE DAY	22.00
HEATHER TOTAL				142.00
VIGO CO PUBLIC LIBRARY		XXXX XXXX XXXX 4648		
1/24/2025	250137	ALDI	SNACK PRIZES FOR GIANT SORRY GAME	35.59
1/29/2025	250184	JOANN FABRICS AND CRAFT STORE	CARDSTOCK FOR LASER CUTTER	79.34
2/3/2025	250131	MEIJER	COOK SMARTER NOT HARDER SUPPLIES	112.17
VIGO TOTAL				227.10
GRAND TOTAL				7650.99

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*32721	JARRETT*COURTNEY	100	Check	500.00	57038	BR GUEST SPEAKER
32888	SQUARE DONUTS	200	Check	84.00	57039	CRACKERBARREL DONUTS
32970	4IMPRINT, INC	100	Check	375.18	57040	STANLEY CUPS WITH VCPL LOGOS FOF
32972	BLICK ART MATERIALS	100	Check	614.46	57041	PAPER ROLLS
32994	JACOB-DIETZ, INC.	100	Check	1,360.00	57042	WATER FLOW SWITCH REPLACEMENT
32995	MUNCIE PUBLIC LIBRARY	100	Check	11.98	57043	ILL REIMBURSEMENT
32975	PEACE LEARNING CENTER	100	Check	854.00	57044	BR PLC PRESENTATION
32944	SMC INC.	100	Check	3,393.85	57045	STAINLESS STEEL FRAMEWORK AROU
32998	THE CATMOSPHERE LLC	100	Check	50.00	57046	FEE FOR BIG READ PROGRAM SITTING
*32904	WABASH VALLEY LOCK & KEY I	100	Check	113.70	57047	6 ADDITIONAL PADLOCKS FOR LOCKER
				Total Count:	10	
				Total Amount:	7,357.17	
32881	ADP INC - AUTOPAY II	100	ACH	874.73	11532	PAYROLL SERVICES
*32587	ADP SCREENING & SELECTION	100	ACH	68.89	11533	BACKGROUND SCREENING- H BEAN
32949	AMAZON.COM LLC	100	ACH	9.49	11534	CHARGING CABLES
32950	AMAZON.COM LLC	100	ACH	17.84	11535	TS SUPPLIES

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
32951	AMAZON.COM LLC	100	ACH	74.90	11536	SRP PROJECTS
32952	AMAZON.COM LLC	100	ACH	45.94	11537	INDIANA ART SUPPLIES
32953	AMAZON.COM LLC	100	ACH	16.99	11538	INDIANA ART SUPPLIES
32954	AMAZON.COM LLC	100	ACH	173.87	11539	BACK PACK FILTERS, SINK REPAIR SUP
32955	AMAZON.COM LLC	100	ACH	24.82	11540	FIRST AID SUPPLIES/OFFICE SUPPLIES
32976	AMAZON.COM LLC	100	ACH	8.99	11541	BACK PACK FILTERS, SINK REPAIR SUP
32991	AMAZON.COM LLC	100	ACH	12.95	11542	DVD/VIDEO MATERIAL AND CIRC PRINT
32905	AMAZON.COM LLC	100	ACH	138.99	11543	DVD/VIDEO MATERIAL
32906	AMAZON.COM LLC	100	ACH	207.22	11544	DVD/VIDEO MATERIAL
32907	AMAZON.COM LLC	100	ACH	241.53	11545	DVD/VIDEO MATERIAL
32908	AMAZON.COM LLC	100	ACH	213.97	11546	SUPPLIES FOR TEA IN THE PARK
32909	AMAZON.COM LLC	100	ACH	59.99	11547	DVD/VIDEO MATERIAL
32910	AMAZON.COM LLC	100	ACH	138.99	11548	DVD/VIDEO MATERIAL
32911	AMAZON.COM LLC	100	ACH	19.99	11549	CIRC PRINT MATERIAL
32917	AMAZON.COM LLC	100	ACH	248.92	11550	PROGRAM SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32918	AMAZON.COM LLC	100	ACH	18.21	11551	CIRC PRINT MATERIAL
32919	AMAZON.COM LLC	100	ACH	13.46	11552	CIRC PRINT MATERIAL
32920	AMAZON.COM LLC	100	ACH	210.39	11553	OFFICE SUPPLIES
32921	AMAZON.COM LLC	200	ACH	117.32	11554	TABLET FLOOR STAND LOCKABLE
32922	AMAZON.COM LLC	200	ACH	39.99	11555	ABS FILAMENT FOR MUSIC MAKERS AC
32923	AMAZON.COM LLC	100	ACH	15.97	11556	MAD HATTER TEA PARTY DECOR
32925	AMAZON.COM LLC	100	ACH	45.97	11557	SKIL TAPLETOP SANDER/SANDPAPER/C
32926	AMAZON.COM LLC	100	ACH	150.80	11558	CIRC NON-PRINT MATERIAL
32932	AMAZON.COM LLC	100	ACH	24.98	11559	DVD/VIDEO MATERIAL AND CIRC PRINT
32934	AMAZON.COM LLC	100	ACH	12.99	11560	CIRC PRINT MATERIAL
32935	AMAZON.COM LLC	100	ACH	14.54	11561	CIRC PRINT MATERIAL
32903	BAKER & TAYLOR INC	100	ACH	3,805.86	11562	CIRC PRINT MATERIAL
32937	BAKER & TAYLOR INC	100	ACH	1,344.09	11563	CIRC PRINT MAT, AUDIO RECORDED BC
32936	BOOK DEPOT	100	ACH	314.86	11564	3RD GRADE SCIENCE DAY BOOKS
32897	COLDWELL & CO INC	100	ACH	11.42	11565	BELT FOR EXHAUST FAN
*32933	COX ZWERNER GAMBILL & SUL	100	ACH	991.50	11566	LEGAL SERVICES

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*32882	CULLIGAN WATER CONDITIONI	100	<i>ACH</i>	36.50	11567	WEST COOLER RENTAL
32946	DEMCO, INC	100	<i>ACH</i>	39.96	11568	LITERACY NIGHT BOOKMARKS
32930	E-Z CLEAN INC	100	<i>ACH</i>	615.82	11569	GENERAL SUPPLIES
32931	E-Z CLEAN INC	100	<i>ACH</i>	23.99	11570	GENERAL SUPPLIES
32978	E-Z CLEAN INC	100	<i>ACH</i>	654.24	11571	SUPPLIES
32889	EXPRESS SERVICES INC	100	<i>ACH</i>	929.73	11572	PART TIME STAFFING
32992	EXPRESS SERVICES INC	100	<i>ACH</i>	919.96	11573	PART TIME STAFFING
32938	GALE/CENGAGE LEARNING	100	<i>ACH</i>	487.32	11574	CIRC PRINT MATERIAL
32902	GALE/CENGAGE LEARNING	100	<i>ACH</i>	20.99	11575	CIRC PRINT MATERIAL
*32876	INDIANA LIBRARY FEDERATION	100	<i>ACH</i>	80.00	11576	ILF MEMBERSHIP- J HATCHER
*32895	MIDWEST COMMUNICATIONS, I	100	<i>ACH</i>	1,340.00	11577	RADIO ADS FOR NEA BIG READ
*32896	MIDWEST COMMUNICATIONS, I	100	<i>ACH</i>	760.00	11578	RADIO ADS FOR NEA BIG READ
32894	MIDWEST TAPE	100	<i>ACH</i>	7,142.79	11579	HOOPLA FEBRUARY INVOICE
32901	MIDWEST TAPE	100	<i>ACH</i>	867.87	11580	DVD/VIDEO MATERIAL
32939	MIDWEST TAPE	100	<i>ACH</i>	937.40	11581	DVD/VIDEO MAT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32891	NEW AVENUES	100	ACH	270.00	11582	CLINICAL HOURS
32956	NEW AVENUES	100	ACH	166.24	11583	A LA CARTE ADMIN FEE
*32987	ORWIG*JORDAN	100	ACH	50.00	11584	PARKING REIMBURSEMENT AT STATEH
*32988	ORWIG*JORDAN	100	ACH	141.32	11585	MILEAGE REIMBURSEMENT
32883	PAYPAL INC	100	ACH	19.95	11586	MONTHLY PAYFLOW LINK
*32981	PROQUEST INFO & LEARNING I	100	ACH	5,261.80	11587	FOLD3 DATABASE RENEWAL
*32974	RICE*HOPE	100	ACH	500.00	11588	SPRING 2025 TUITION REIMBURSEMEN
*32983	SNYDER*LOLA	100	ACH	58.02	11589	MILEAGE REIMBURSEMENT FOR YS CO
*32984	SNYDER*LOLA	100	ACH	10.79	11590	MEAL REIMBURSEMENT FOR YS CONF
32785	STAPLES BUSINESS CREDIT	100	ACH	279.99	11591	REPLACEMENT OFFICE CHAIR FOR PUE
*32964	UNIQUE MANAGEMENT SERVIC	100	ACH	603.70	11592	NOTICES
*32965	UNIQUE MANAGEMENT SERVIC	100	ACH	494.40	11593	PLACEMENTS
32912	WAGeworks, INC.	100	ACH	168.82	11594	COBRA MONTHLY FEE
32852	WEAS ENGINEERING INC	100	ACH	491.72	11595	WATER TREATMENT MANAGEMENT
*32980	WORLD ARCHIVES HOLDINGS,	100	ACH	8,284.00	11596	NEWSPAPERARCHIVE DATABASE RENE
32916	ZAYO EDUCATION LLC	100	ACH	601.01	11597	VOICE SERVICE

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
32993	ZAYO EDUCATION LLC	276	<i>ACH</i>	62.93	11598	INTERNET SERVICE
						Total Count: 67 Total Amount: 42,052.62
32855	CROWN ELECTRIC, INC	100	<i>E-pay</i>	287.50	11684	PARKING LOT LIGHT REPAIR
32874	VERIZON - WIRELESS	100	<i>E-pay</i>	175.46	11697	PHONE SERVICE
32878	WEX BANK	100	<i>E-pay</i>	161.55	11698	FUEL SERVICE
*32884	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	17.50	11699	LAUNDERING OF MAIN TABLECLOTHS A
*32885	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	57.12	11700	PRIVATE FIRE SERVICE
*32877	LOWE'S COMMERCIAL SERVI	100	<i>E-pay</i>	865.94	11701	DEWALT 26 GALLON AIR COMPRESSOR
32727	KROGER	200	<i>E-pay</i>	92.51	11702	FOOD AND DRINK FOR ESL FAMILY NIG
*32898	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	67.00	11703	NAME BADGES AND BUSINESS CARDS
*32914	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	76.56	11704	WEST WATER SERVICE
*32915	INDIANA FARMERS MUTUAL IN:	100	<i>E-pay</i>	37.00	11705	ENDORSEMENT PREMIUM
32927	OFFICE DEPOT	100	<i>E-pay</i>	1,345.83	11706	OFFICE SUPPLIES
32928	OFFICE DEPOT	100	<i>E-pay</i>	2.59	11707	OFFICE SUPPLIES
*32929	COURTESY CLEANING CENTEF		<i>E-pay</i>	29.05	11708	LAUNDERING OF MAIN TABLECLOTHS A

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
*32940	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	187.80	11709	12 POINTS WATER SERVICE
		100				
*32941	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	57.12	11710	12 POINTS PRIVATE FIRE SERVICE
		100				
*32945	DICK MCCALISTER & SONS INC	100	<i>E-pay</i>	225.00	11711	MECHANICAL ROOM DRAIN ROTO
		100				
*32948	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	129.92	11712	12 POINTS MONTHLY SEWAGE
		100				
32961	CENTERPOINT ENERGY	100	<i>E-pay</i>	223.01	11713	12 POINTS GAS SERVICE
		100				
32962	CENTERPOINT ENERGY	100	<i>E-pay</i>	317.77	11714	WEST GAS SERVICE
		100				
*32963	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	650.00	11715	TERRE HAUTE LIVING RADIO AD NEA BI
		100				
*32966	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	61.25	11716	LAUNDERING OF MAIN TABLECOTHS AI
		100				
*32967	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	33.95	11717	LAUNDERING OF MAIN TABLECOTHS AI
		100				
32968	OFFICE DEPOT	100	<i>E-pay</i>	86.43	11718	OFFICE SUPPLIES
		100				
*32971	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	17.50	11719	LAUNDERING OF WEST TABLECLOTHS
		100				
*32973	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	55.17	11720	GOV LEGAL - CASH STATEMENT
		100				
*32977	DUKE ENERGY *	100	<i>E-pay</i>	14,797.89	11721	MAIN ELECTRIC SERVICE
		100				
32979	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	95.00	11722	TREATMENT
		100				
32990	CROWN ELECTRIC, INC	100	<i>E-pay</i>	165.00	11723	SMOKE HEAD REPLACEMENT ₂₁
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32996	OVERDRIVE	100	E-pay	10,150.00	11724	MONTHLY OVERDRIVE DEPOSIT
*32960	HANOVER INSURANCE GROUP	100	E-pay	2,676.75	11725	WORKERS COMP POLICY

Total Count: **30**
Total Amount: **33,145.17**

Library Operating Fund 100:	82,158.21
Gift Fund 200:	333.82
Rainy Day Fund 201:	0.00
State Technology Reimbursement Grant Fund 276:	62.93
WVCF Creating a Better Tomorrow Grant Fund 277:	0.00
UW Neighborhood Improvement Grant Fund 278:	0.00
WVCF Impact Grant Fund 279:	0.00
Lifelong Arts Indiana Grant Fund 280:	0.00
Lifelong Arts Indiana Grant Fund 281:	0.00
NEA Big Read Grant Fund 283:	0.00
Public Library Access Card Fund 800:	0.00

Grand Total Count:	107
Grand Total Amount:	82,554.96

Executive Director
Kristi Howe

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period February - 2025

Page ___1___ of ___2___ Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
2/14	Pay #4	Gross Payroll	\$ 158,919.50	\$ 158,919.50	ACH	
2/14	Pay #4	FICA	\$ 11,455.70	\$ 11,455.70	ACH	
2/14	Pay #4	PERF	\$ 20,738.64	\$ 20,738.64	ACH	
2/28	Pay #5	Gross Payroll	\$ 162,027.95	\$ 162,027.95	ACH	
2/28	Pay #5	FICA	\$ 11,693.41	\$ 11,693.41	ACH	
2/28	Pay #5	PERF	\$ 21,114.60	\$ 21,114.60	ACH	
2/28	Pay #5	Anthem	\$ 109,160.32	\$ 109,160.32		
2/28	Pay #5	Guardian	\$ 7,796.67	\$ 7,796.67	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 502,906.79			
February	Pay 4 & 5	Nationwide	\$ 2,228.08	\$ 2,228.08	ACH	Staff withholding
February	Pay 4 & 5	Garnishments	\$ 1,133.09	\$ 1,133.09	ACH	Staff withholding
February	Pay 4 & 5	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
February	Pay 4 & 5	AFLAC	\$ 1,225.64	\$ 1,225.64	ACH	Staff withholding
February	Pay 4 & 5	United Way	\$ 228.00	\$ 228.00	ACH	Staff withholding
February	Pay 4 & 5	Anthem	\$ 12,460.00	\$ 12,460.00	ACH	Staff withholding
February	Pay 4 & 5	HSA adj.		\$ -	ACH	Staff withholding
February	Pay 4 & 5	Guardian	\$ 1,544.46	\$ 1,544.46	ACH	Staff withholding
February	Pay 4 & 5	Boston Mutual	\$ 703.88	\$ 703.88	ACH	Staff withholding
February	Pay 4 & 5	Fed Tax	\$ 21,769.41	\$ 21,769.41	ACH	Staff withholding
February	Pay 4 & 5	State Tax	\$ 9,241.54	\$ 9,241.54	ACH	Staff withholding
February	Pay 4 & 5	Local Tax	\$ 5,960.44	\$ 5,960.44	ACH	Staff withholding
February	Pay 4 & 5	FICA	\$ 23,149.10	\$ 23,149.10	ACH	Staff withholding
February	Pay 4 & 5	Vol. PERF	\$ 6,236.71	\$ 6,236.71	ACH	Staff withholding
		Staff Cost	\$ 85,880.35	\$ 85,880.35		

February 28, 2025

Gift Fund Balances

2025

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 2,463.10	Unrestricted Use	Admin.
64-SPC	\$ 6,306.84	Support of SPC	Admin.
65-Big Read	\$ 424.40	Big Read	Admin.
66-YS	\$ 4,161.28	Support of YS	Admin.
67-WVCF Endowment	\$ 535.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 1,110.70	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 4,400.47	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,484.39	Support of West Branch	Admin.
72-Friends	\$ 11,334.56	Support of Pre-Approved Programs/Initiatives	Admin.
74-Wiley Cupola	\$ 1,467.87	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 20,130.68	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ 13.92	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 97.86	Childrens Book Label Commemorating Speakers	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archives	Admin.
87-Cox	\$ 646.48	Hearing Impaired Support	Admin.
89-Christmas in the Park	\$ 360.53	Christmas in the Park	Admin.
92-Marketing	\$ 945.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 197.00	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 1,106.93	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
97-Library Experience	\$ 500.00	Support of Library Experience	Admin.
TOTAL	\$ 62,319.50		

Administrative Report

MARCH 17, 2025

NEA BIG READ

The 2025 NEA Big Read featuring *Sitting Pretty* by Rebekah Taussig kicked off with a Silent Disco on March 1. More than 80 people of varied ages joined the inclusive and



interactive experience. Attendees enjoyed customizable music with noise-canceling headphones, allowing for a sensory-friendly environment where kids sang along and adults danced and engaged. Feedback was overwhelmingly positive, with one participant calling it a “21st Century Library” event and another praising it as “fun for all ages.” This event successfully introduced the NEA Big Read, fostering excitement for the book and upcoming programs. By offering an innovative, accessible experience, the library reinforced its commitment to community engagement and inclusive programming.



As part of the NEA Big Read, VCPL hosted *How to Talk About Disabilities*, a thought-provoking discussion led by Dr. Courtney Jarrett, Director of Disability Services at Ball State University. With 30 participants in attendance, including a local Girl Scout troop, the event explored how language shapes perceptions of disability and the importance of framing narratives in ways that promote inclusivity. Attending VCPL staff earned Library Education Units (LEUs), reinforcing the library’s commitment to professional development and training.

12 POINTS BRANCH

On Tuesday, February 25, a regular customer at the library tested out the library procedures for the Clean Up Space at the 12 Points Branch. The customer uses a walker and shared that their apartment building has a washer and dryer in the basement and they fear going down there. They also shared that they have a hard time getting in and out of their shower tub combo and that they were very grateful to use the space and not have to worry about falling. Three additional reservations for the Clean Up Space have been scheduled.

Administrative Report

MARCH 17, 2025

One weekend, a customer asked if 12 Points Staff could help her find all the bills currently being voted on in Indiana and who were the representatives for Vigo County. 12 Points Manager Crystal Ward showed her the government website for the Indiana General Assembly, which lists all the House and Senate Bills for 2025 that are being voted on currently and directed her to the webpage where she could determine who her representative is and how to get in touch with them.

The 12 Points Branch continues to be a space actively used by the community. There have been meeting space reservations made by Girl Scout troops, Recovery Peer Specialists, tutors, the Wabash Valley Master Gardeners, Staff Quik, and a Little League group. The staff at the branch have held many programs such as a DIY Winter Seed Sowing and Cook Smarter not Harder with Eddie Hollis. As March approaches, the team plans to offer Big Read programming and a Community Health Fair. Staff are planning to offer a class on how to make bread and butter in the teaching kitchen and they are organizing a classic board game night for teens.

SNOWFLAKE PAJAMA PARTY AT THE WEST BRANCH

A room full of children and their adults descended upon the West Branch for a snow-themed party, complete with PJ storybook time, sugar cookie decorating, snowflake pictures to color, and a squishy



“snow” ball fight. While the branch welcomed a number of regular visitors, several families who had never visited the VCPL joined the party as their first experience with the library. When the library hosted their normal story time sessions later in the week, these new visitors returned, bringing their friends and their little ones.

YOUTH AUDIO BOOK EXPANSION

Last year, staff responded to patron interests by working to significantly increase the collection of VOX books available for check-out. (VOX books are books with a built-in audio player that reads the books aloud.) Vigo County Public Library now has more than 400 titles shelved at all three library locations. The VOX books have always been popular with frequent check outs, but the previous collection was predominantly picture books. The expanded collection now ranges from picture books to early readers to chapter books!

With the increase in the collection size, patrons are more likely to find VOX books on the shelf while browsing, and their popularity has not waned. Recently a customer complimented the additional items noting that she appreciated the wide variety of books, and she has noticed that her daughter was reading more frequently and at a higher level due to the combination of reading and listening. Libraries play a large role in encouraging literacy across all age levels, and providing selections for different kinds of readers and learners is one way to help achieve this goal.

WOMEN'S HISTORY MONTH - H.E.L.P

In recognition of Women's History Month, the Special Collections Department is featuring an exhibit on Housewives Effort for Local Progress (H.E.L.P), an organization that existed from 1961 – 1976.

Four women were inspired to push for improvements to Terre Haute. Hundreds of women agreed there was work to be done and no time like the present to do it. They organized themselves into H.E.L.P. and got to work.

H.E.L.P. focused on compelling local government to address concerns like sewage treatment, waste disposal, recreational facilities for all ages, school infrastructure, air pollution abatement, and much more. They contacted council members and local government officials to collect information that they used to guide their work, to resist apathy, and to provide crucial knowledge to the Terre Haute community.

The H.E.L.P. exhibit displays several items from the library's collection; SPC has also partnered with the Tech Team to create the library's first audio-video display, featuring a network news piece and interview of members of H.E.L.P. The audio-video portion includes a pair of headphones for patrons to listen to the interview.



RETRO REWIND



Library visitors “took a trip through time” at the *Retro Rewind: Time Traveling Experience* event on February 28. Fifty-five attendees enjoyed dressing in costume from their favorite decade, listening to the biggest hits of the past while playing boardgames, taking selfies in the retro rooms, sampling nostalgic snacks, and purchasing drinks provided by the Saratoga Restaurant. One participant told Adult Services Manager Jeanette Bouchie: *I love that you do things like this and it's so important to be able to have an evening out!*

REDUCING BARRIERS

In an effort to improve service to customers with hearing loss, an audio induction loop, or hearing loop, has been made available at the Reference desk. This device sends a wireless signal directly to a customer's hearing aids or a loop receiver with headphones. The hearing loop cuts out background noise and makes speech clearer and more easily understood for those with hearing disabilities. Customers are better able to communicate with library staff, resulting in a more positive library experience.

Administrative Report

MARCH 17, 2025



PERSONNEL CHANGES

TRANSFER

Hackert, Lauren N. - Transfer from the full-time non-exempt position of Cataloging Technician-Lending Services Clerk in the Technical Services and Lending departments, to the full-time non-exempt position of AV Collection Development Librarian-Cataloging Technician in the Technical Services department effective March 10, 2025.

TEMPORARY ASSIGNMENT END

Hubble, Jesse L. - Express Employment Professionals temporary assignment in the full-time non-exempt position of Facilities Assistant-Groundskeeper in the Facilities Department ending effective March 7, 2025.

Respectfully submitted,

Kristi J. Howe

3/12/25 AG

	February-25	February-24		YTD 2025	YTD 2024	
Print Circulation	16,731	16,435	1.8%	34,498	34,438	0.2%
A/V Circulation	5,252	5,106	2.9%	11,099	10,835	2.4%
Misc	266	328	-18.9%	546	648	-15.7%
Electronic Devices	52	54	-3.7%	93	115	-19.1%
TOTAL	22,301	21,923	1.7%	46,236	46,036	0.4%

	February-25	February-24		YTD 2025	YTD 2024	
Overdrive						
E-book	7,143	7,494	-4.7%	15,501	15,748	-1.6%
E-audiobook	5,892	5,809	1.4%	12,198	12,019	1.5%
E-Magazines	1,350	1,033	30.7%	2,814	2,328	20.9%
TOTAL	14,385	14,336	0.3%	30,513	30,095	1.4%

	February-25	February-24		YTD 2025	YTD 2024	
Hoopla						
E-audiobook	1,892	1,598	18.4%	3,935	3,186	23.5%
Bingepasses	49	22	122.7%	78	53	47.2%
E-Books	682	670	1.8%	1,465	1,345	8.9%
E-Comics	108	86	25.6%	200	179	11.7%
E-music	77	89	-13.5%	144	180	-20.0%
E-video movie	167	144	16.0%	388	307	26.4%
E-video TV	79	80	-1.3%	155	181	-14.4%
TOTAL	3,054	2,689	13.6%	6,365	5,431	17.2%

	February-25	February-24		YTD 2025	YTD 2024	
Reference [fact-finding]	3,501	1,469	138.3%	5,521	4,809	14.8%

MATERIALS ADDED TO COLLECTION

Purchased Items	February-25	YTD 2025
Book	2,187	4,723
Video	206	467
Video Game	29	46
Music CD	0	0
Audio Book	0	17
Misc	16	24
TOTAL	2,438	5,277

Donated Items	February-25	YTD 2025
Book	12	12
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	1
TOTAL	12	13

New Items Ordered	February-25	YTD 2025
Book	1,003	1,958
Video	126	460
Video Game	22	43
Music CD	0	0
Audio Book	0	0
Misc	58	66
TOTAL	1,209	2,527

New Items Received	February-25	YTD 2025
Book	1,735	3,445
Video	161	321
Video Game	15	30
Music CD	0	0
Audio Book	0	1
Misc	10	10
TOTAL	1,921	3,807

ON-SITE PROGRAMS	February-25	February-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	20	21	-4.8%	43	43	0.0%
Children (ISL: 6-11 yrs)	31	15	106.7%	59	32	84.4%
Teens (ISL: 12-18yrs)	13	4	225.0%	28	13	115.4%
Adults (ISL: 19 + yrs)	27	16	68.8%	51	34	50.0%
General (all ages)	12	16	-25.0%	27	32	-15.6%
TOTAL	103	72	43.1%	208	154	35.1%

ON-SITE ATTENDANCE	February-25	February-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	289	360	-19.7%	408	698	-41.5%
Children (ISL: 6-11 yrs)	775	289	168.2%	1,343	492	173.0%
Teens (ISL: 12-18yrs)	35	21	66.7%	90	50	80.0%
Adults (ISL: 19 + yrs)	243	139	74.8%	348	815	-57.3%
General (all ages)	175	221	-20.8%	616	660	-6.7%
TOTAL	1,517	1,030	47.3%	2,805	2,715	3.3%

OFF-SITE PROGRAMS	February-25	February-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	1	1	0.0%
Children (ISL: 6-11 yrs)	0	0	null	0	1	-100.0%
Teens (ISL: 12-18yrs)	0	0	null	0	0	null
Adults (ISL: 19 + yrs)	10	13	-23.1%	18	23	-21.7%
General (all ages)	0	0	null	1	0	null
TOTAL	10	13	-23.1%	20	25	-20.0%

OFF-SITE ATTENDANCE	February-25	February-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	20	13	53.8%
Children (ISL: 6-11 yrs)	0	0	null	0	4	-100.0%
Teens (ISL: 12-18yrs)	0	0	null	0	0	null
Adults (ISL: 19 + yrs)	220	163	35.0%	340	332	2.4%
General (all ages)	0	0	null	12	0	null
TOTAL	220	163	35.0%	372	349	6.6%

COMMUNITY OUTREACH	February-25	February-24		YTD 2025	YTD 2024	
# of Community Events Participated In	1	0	null	2	1	100.0%
# of Interactions at Community Events	16	0	null	272	39	597.4%

	February-25	February-24		YTD 2025	YTD 2024	
Computer Users	4,801	4,466	7.5%	9,012	8,381	7.5%
Subscription Databases	8,412	6,671	26.1%	19,695	12,801	53.9%
ILL provided to other Libraries	360	309	16.5%	759	564	34.6%
ILL received from other Libraries	78	138	-43.5%	175	243	-28.0%

	February-25	February-24		YTD 2025	YTD 2024	
Adult materials deliveries	35	34	2.9%	65	67	-3.0%
Youth materials deliveries	11	15	-26.7%	17	26	-34.6%
TOTAL	46	49	-6.1%	82	93	-11.8%

RESOLUTION TO PAY MERCHANT FEES

WHEREAS, the Vigo County Public Library is authorized to pay any applicable bank card or credit card service charge associated with the use of a bank card or credit card pursuant to IC 36-1-8-11(g); and

WHEREAS, the processor systems require Vigo County Public Library accounts be automatically debited monthly for processing charges and an annual account fee as outlined in bank/credit card processor applications;

NOW THEREFORE BE IT RESOLVED, that the Vigo County Public Library Board authorizes the payment of merchant fees related to accepting bank/credit card payments as monthly expenses automatically debited from library accounts so long as all documents remain available for inspection; and

BE IT FURTHER RESOLVED, that this resolution will be reconsidered annually, along with a report of merchant fee charges assessed in the most recent calendar year.

DULY ADOPTED by the Board of Trustees of the Vigo County Public Library at its regular meeting held on the 17th day of March, 2025, at which meeting a quorum was present.

AYE

NAY

ATTEST:

George L. Heubel, Secretary

Report on Merchant Fee Charges

This report provides an overview of the merchant fee charges incurred during 2024. The objective is to offer insight into the total charges and breakdown of fees associated with the processing of \$12,635.08 in credit card payments during the 2024 calendar year.

The library utilizes two vendors, Elavon and Global, for the processing of credit card payments at the Main Library and the West Branch. **Elavon** is the software used to process cash register transactions made with credit cards. **Global** serves as the platform required to manage and facilitate payments received through Elavon, ensuring a seamless transfer of funds into our bank account.

The monthly charges from Elavon include individual transaction charges, as well as minimum fees applied when transaction volumes are low. In addition, there are annual fees and fees associated with PCI compliance. In the first quarter of 2024, fees were incurred for paper statements. We transitioned to online statements to eliminate these charges.

The monthly charges from Global include minimum account charges, PCI vulnerability scanning, and regulatory/compliance fees. There are also annual charges including Mastercard acceptance, a Global annual fee, and an infrastructure fee. While the list of associated fees is significant, the individual amounts are usually relatively small and the total fees for the year represent approximately 25% of the monies received through credit card payments.

Utilizing Elavon and Global has enabled staff to synchronize payments between the library's cash register and the ILS, which means that patron accounts immediately reflect the payment made. This feature has been valuable, but it does come with a price. Admin decided to use the opening of a new branch in 12 Points as an opportunity to try an alternative vendor with lower associated fees, but less synchronicity. In October 2024, 12 Points opened and began using **Tyler Tech**, an online payment option approved and promoted by the State of Indiana. Tyler Tech charges fees based solely on individual transactions. They have expressed a willingness to explore synchronizing their software to the library's ILS, but at this time, it is not possible. Given the slower traffic of a neighborhood branch, the staff are better able to manually complete the additional work to modify the patron account in the ILS.

Thus far, Tyler Tech's product seems to function well, so Admin will continue to evaluate and then determine potential next steps to facilitate synchronizing the online payment platform and the ILS.

Report on Merchant Fee Charges

Vendor	Acct	Month	Credit Card	Other	Payment			Regulatory & Compliance Fee	Mastercard Annual Fee	PCI Scannable Monthly Fee	Annual Fee	Infrastructure Fee	Total	
			Processing Charges	Transaction Charges	Card Min Bill Fee	Network Associated Fees	Authorization Fees							Other Fees
Elavon	6378	1/1/2024	\$ 21.67	\$ 7.92	\$ 14.60	\$ 3.73	\$ -	\$ 46.40					\$ 94.32	
Elavon	7792	1/1/2024	\$ 1.34	\$ 0.42	\$ 38.37	\$ 0.07	\$ 0.22	\$ 25.00					\$ 65.42	
Elavon	6378	2/1/2024	\$ 24.76	\$ 9.47	\$ 11.72	\$ 3.52	\$ -	\$ 46.40					\$ 95.87	
Elavon	7792	2/1/2024	\$ 0.27	\$ 0.40	\$ 39.00	\$ 0.07	\$ 0.66	\$ 25.00					\$ 65.40	
Elavon	6378	3/1/2024	\$ 29.81	\$ 8.89	\$ 5.67	\$ 4.52	\$ -	\$ 46.40					\$ 95.29	
Elavon	7792	3/1/2024	\$ 0.60	\$ 0.41	\$ 39.12	\$ 0.06	\$ 0.22	\$ 25.00					\$ 65.41	
Elavon	6378	4/1/2024	\$ 38.48	\$ 9.95	\$ -	\$ 5.36	\$ -	\$ 25.00					\$ 78.79	
Elavon	7792	4/1/2024	\$ 0.96	\$ 0.83	\$ 38.49	\$ 0.11	\$ 0.44	\$ 25.00					\$ 65.83	
Elavon	6378	5/1/2024	\$ 25.32	\$ 7.76	\$ 10.61	\$ 4.07	\$ -	\$ 25.00					\$ 72.76	
Elavon	7792	5/1/2024	\$ 0.45	\$ 0.82	\$ 39.06	\$ 0.05	\$ 0.44	\$ 25.00		\$ 129.99			\$ 195.81	
Elavon	6378	6/1/2024	\$ 21.30	\$ 10.19	\$ 15.10	\$ 3.60	\$ -	\$ 25.00					\$ 75.19	
Elavon	7792	6/1/2024	\$ -	\$ -	\$ 40.00	\$ -	\$ -	\$ 25.00					\$ 65.00	
Elavon	6378	7/1/2024	\$ 40.28	\$ 10.48	\$ -	\$ 5.95	\$ -	\$ 25.00					\$ 81.71	
Elavon	7792	7/1/2024	\$ -	\$ -	\$ 40.00	\$ -	\$ -	\$ 25.00					\$ 65.00	
Elavon	6378	8/1/2024	\$ 28.74	\$ 10.99	\$ 6.89	\$ 4.37	\$ -	\$ 25.00					\$ 75.99	
Elavon	7792	8/1/2024	\$ 0.96	\$ 0.43	\$ 38.74	\$ 0.08	\$ 0.22	\$ 25.00					\$ 65.43	
Elavon	6378	9/1/2024	\$ 25.22	\$ 10.22	\$ 10.61	\$ 4.17	\$ -	\$ 25.00					\$ 75.22	
Elavon	7792	9/1/2024	\$ 0.25	\$ 0.41	\$ 39.50	\$ 0.03	\$ 0.22	\$ 25.00					\$ 65.41	
Elavon	6378	10/1/2024	\$ 35.65	\$ 10.30	\$ -	\$ 7.64	\$ -	\$ 25.00		\$ 129.99			\$ 208.58	
Elavon	7792	10/1/2024	\$ 0.23	\$ 0.40	\$ 39.51	\$ 0.04	\$ 0.22	\$ 25.00					\$ 65.40	
Elavon	6378	11/1/2024	\$ 32.08	\$ 10.99	\$ 2.19	\$ 5.73	\$ -	\$ 25.00					\$ 75.99	
Elavon	7792	11/1/2024	\$ 0.64	\$ 0.82	\$ 38.85	\$ 0.07	\$ 0.44	\$ 25.00					\$ 65.82	
Elavon	6378	12/1/2024	\$ 26.94	\$ 7.30	\$ 8.71	\$ 4.35	\$ -	\$ 25.00					\$ 72.30	
Elavon	7792	12/1/2024	\$ -	\$ -	\$ 40.00	\$ -	\$ -	\$ 25.00					\$ 65.00	
Global	2797	1/1/2024			\$ 35.00			\$ 5.00	\$ 15.00	\$ 14.75	\$ 179.00		\$ 248.75	
Global	2797	2/1/2024			\$ 35.00			\$ 5.00		\$ 14.75			\$ 54.75	
Global	2797	3/1/2024			\$ 35.00			\$ 5.00		\$ 14.75			\$ 54.75	
Global	2797	4/1/2024			\$ 35.00			\$ 5.00		\$ 14.75			\$ 54.75	
Global	2797	5/1/2024			\$ 35.00			\$ 5.00		\$ 14.75			\$ 54.75	
Global	2797	6/1/2024			\$ 70.00			\$ 5.00		\$ 14.75			\$ 89.75	
Global	2797	7/1/2024			\$ 70.00			\$ 5.00		\$ 14.75			\$ 89.75	
Global	2797	8/1/2024			\$ 70.00			\$ 5.00		\$ 14.75			\$ 89.75	
Global	2797	9/1/2024			\$ 70.00			\$ 5.00		\$ 14.75			\$ 89.75	
Global	2797	10/1/2024			\$ 70.00			\$ 5.00		\$ 14.75			\$ 89.75	
Global	2797	11/1/2024			\$ 70.00			\$ 5.00		\$ 14.75		\$ 229.00	\$ 318.75	
Global	2797	12/1/2024			\$ 110.00			\$ 5.00		\$ 14.75			\$ 129.75	
Tyler Tech		10/1/2024	\$ 0.60										\$ 0.60	
Tyler Tech		11/1/2024	\$ 5.55										\$ 5.55	
Tyler Tech		12/1/2024	\$ 0.60										\$ 0.60	
TOTAL			\$ 355.95	\$ 119.40	\$ 1,261.74	\$ 57.59	\$ 3.08	\$ 664.20	\$ 60.00	\$ 15.00	\$ 177.00	\$ 438.98	\$ 229.00	\$ 3,388.69

Evaluation of E-rate Proposals

Library Name: Vigo County Public Library
 Form 470 Responses for: Replacement Access Points
 Funding Year: FY25
 Form 470 Number: 250010951

Vendor:	Questivity	Roeing			
Submission Date:	2/17/2025	2/13/2025			
Bid Price:	\$27,039.62	\$24,449.00			
	3/13/2025	3/13/2025			
	50	40	50		
	30	30	30		
	10	0	10		
	5	0	5		
	5	5	5		
Total	100	75	100	0	0

Date Evaluation Completed:

1. Price of ELIGIBLE goods and services*	50	40	50		
2. Compliance with specification or RFP document	30	30	30		
3. Satisfactory previous business/working relationship with the provider	10	0	10		
4. Vendor location - In State Preference	5	0	5		
5. Other cost considerations related to implementing the proposed solution	5	5	5		
Total	100	75	100	0	0

*Price

Price MUST be given more weight than any other single factor. Price must also be cost-effective. If the price is 2-3 times more than the lowest bidder, it will not be considered cost-effective and therefore denied E-rate funding. If the price is 1.5 times more than the lowest bidder, it will raise concerns with the E-rate program and will be difficult to get funding.

If the service/equipment being evaluated has ineligible features, deduct the ineligible features out of the total price and only evaluate the eligible portion of the price.

NOTES

1. Roeing price comes in lower for same equipment.
2. Both vendors provided complete responses to the RFP.
3. We have worked with Roeing on a previous project with no issues with the vendor.
4. Roeing is located in Indiana, Questivity is located in California.
5. Both vendors offered requested equipment so no further consideration needed for compatability, training, or other cost factors.

E-RATE 2025 - Network Equipment Upgrade

Quote # 086529
Version 1

March 13, 2025

Prepared For:

Curt Huffman
Vigo County Public Library
One Library Square
Terre Haute, IN 47807-3609

Prepared By:

Chris Pugliese, Sr. Account Executive
2433 S 9th St.
Lafayette, IN 47909

470 Application# 250010951

Roeing Spin# 143005719

Table Of Contents

Cover Letter3

Quote for Services 4

Quote Acceptance4

Quote Summary 4

References 6

 Crawfordsville 6

 Mississinewa Community 6

 Johnson County Library 6

 North Madison County Public Library 6

E-Rate Payment Options 7

Cover Letter

Thank you for considering Roeing IT Solutions as your partner of choice for your E-Rate project. Headquartered in Lafayette, Indiana, and servicing the entire state, Roeing has been in business for over 40 years partnering with K-12 schools to support the success of their students, teachers, and staff. We appreciate the opportunity to provide Vigo County Public Library our response to your RFP for form 470 #250010951 .

Roeing's engineers are certified in the latest technologies and have developed best practices to assure the success of your project. Our engineers adhere to strict security standards when it comes to implementing projects across all our customers. We work closely with you to ensure a successful project and smooth implementation.

Roeing holds many certifications with our vendor partners to deliver high quality products and services including Basic Maintenance of Internal Connections (BMIC), Internal Connections (IC), and Managed Internal Broadband Services (MIBS).

Our response includes all proposed information and services pertaining to the RFP requirements following USAC rules and regulations. Roeing understands the project depends on the district receiving E-Rate funding and will work with you through the E-Rate process.

We look forward to working with you on this project. As your dedicated account manager, please reach out to me if you have any questions or if I can provide further information.

Quote for Services

The following pricing is for provided services under this agreement.

Qty	RFP Pricing	Price	Ext. Price
5	CW9163E- MR Catalyst 9163E AP(W6E, tri-band 2x2,Outdoor) w/MERAKI	\$820.00	\$4,100.00
8	CW-ANT-O1- NS-00 4/8/8 dBi Omni Dipole, N connector, Catalyst and Meraki	\$89.00	\$712.00
3	CW-ANT-D1- NS-00 8/9/9 dBi Directional Patch, N connector,Catalyst and Meraki	\$479.00	\$1,437.00
13	CW9178I- RTG Cisco Wireless 9178I(W7,4 radio,3 band 4x4,UWB),Global	\$1,040.00	\$13,520.00
18	LIC-ENT-5YR Meraki MR Enterprise License, 5YR	\$260.00	\$4,680.00
		Subtotal:	\$24,449.00

Quote Acceptance

Terms and Conditions

This bid is for the funding year 2025, with the following contract dates: 7/1/2025 thru 9/30/2026, unless what is being purchased is for a service (Managed Internal Broadband Services, Basic Maintenance of Internal Connections, etc.) which is only contracted from 7/1/2025 - 6/30/2026.

The effectiveness of our solution depends on the completeness of the details provided by the client. Roeing IT Solutions is not liable for any inaccuracies if essential client information is omitted. We recommend that you thoroughly review the details in this quote to confirm it meets all your requirements. For further inquiries, please reach out to your Roeing IT Solutions representative.

Additional costs such as taxes, shipping, handling, and other applicable charges may apply. Orders that result from pricing or other errors are subject to cancellation at our discretion.

Fees for the project will be billed according to progressive work milestones.

Terms for invoice payment are Net 30 from the date of the invoice. Please note that a surcharge fee of 2.9% will apply to all payments made via credit card.

PROCUREMENT: Roeing will purchase equipment upon request in a timely manner. Delivery of equipment will depend on product availability at time of order.

COSTS: Roeing is providing cost for hardware and services which is listed in body of quote.

ITEMIZED PRICING: Itemized cost is listed in the quote provided.

DELIVERY: Roeing will purchase equipment and either drop ship to desired location or deliver directly.

Acceptance: IN WITNESS WHEREOF, Roeing and the Client have caused this Master Service Agreement to be executed and delivered by its respective duly authorized representative as of the latest date of signature below.

Quote Summary	Recurring	One-Time
RFP Pricing	\$0.00	\$24,449.00
Recurring Total:	\$0.00	Total: \$24,449.00



Roeing IT Solutions
2433 S 9th St.
Lafayette, IN 47909
P: 765-807-7226
F: 765-474-4485
www.roeing.com

ROEING IT SOLUTIONS

VIGO COUNTY PUBLIC LIBRARY

By: 

Name: Chris Pugliese

Title: Sr. Account Executive

Date: 03/13/2025

By: _____

Name: Curt Huffman

Title: Network Administrator

Date: _____



References

Roeing Corporation has provided similar services to the following:

Crawfordsville

Crawfordsville School Corporation
1000 Fairview Ave
Crawfordsville, IN 47933
Doug Lengerich, Technology Director
dlengerich@cville.k12.in.us
765-362-2992

Mississinewa Community

Mississinewa Community School Corporation
424 E South A Street
Gas City, IN 46933
Steve Jeffries, Director of Technology
steve_jeffries@olemiss.k12.in.us
765-674-8528

Johnson County Library

Johnson County Public Library
49 E. Monroe St.
Franklin, IN 46131
Cindee Phillips, Technology Director
cphillips@jcplin.org
317-738-2833

North Madison County Public Library

North Madison County Public Library
1600 Main Street
Elwood, IN 46036
Mike Robertson, IT Manager
mrobertson@elwood.lib.in.us
765-552-5001

E-Rate Payment Options

E-Rate Payment Options

Please select a payment option:

- Form 472 BEAR** (Billed Entity Applicant Reimbursement) - Order will be processed prior to being fully funded by USAC with a purchase order for the full amount of the project. Customer is fully financially responsible even if funding is denied (in part or in full).
- Form 474 SPI** (Service Provider Invoice) - Order will be processed once letter stating that the project is fully funded by USAC.

Please select from one of the following:

- Accept Eligible Bid Only - Total amount of eligible pricing only as indicated by the quote. This should be reflected on your purchase order.
- Accept Total Bid - Total amount of eligible and non-eligible pricing as indicated by the quote.
- Accept Partial Bid - Calculate total of components you will be purchasing on your purchase order and add total here \$ _____

This bid is for the funding year 2025, with the following contract dates: 7/1/2025 thru 9/30/2026, unless what is being purchased is for a service (Managed Internal Broadband Services, Basic Maintenance of Internal Connections, etc.) which is only contracted from 7/1/2025 - 6/30/2026.



E-RATE CAPABILITY STATEMENT

COMPANY OVERVIEW

Roeing Corporation, d/b/a Roeing IT Solutions, is an Indiana-based S-corp founded over 40 years ago to provide IT services to healthcare facilities throughout Indiana and across the country. Roeing helped transform the operations of small healthcare facilities by providing software for accounting, medical records, and electronic billing for Medicaid and Medicare at a time when their only option was to submit paper claims and wait for months to be paid. The reduction of the payment cycle from months to weeks was truly transformational for these healthcare facilities.

Today, Roeing continues to provide IT leadership beyond the healthcare industry to government, small/medium businesses, social service agencies, manufacturing, and banking. Over the years Roeing has expanded its service catalog to a full-service IT solution provider. After four decades, Roeing continues to drive innovation and creative technology solutions through our four business practices: **Software, Technology, Infrastructure and IT Service Management.**

E-RATE PROGRAM INFORMATION

Roeing IT Solutions is a Technical Assistance Partner (TAP) to the State of Indiana, Department of Education and an approved vendor to provide services for Non-Public Schools (EANS II). Since completing the 2021 K-12 E-rate program, Roeing has surpassed \$6M in Federal E-rate Funds over the past five years to provide sustainable technology infrastructure products and services for over 46 schools/school corporations in the State of Indiana. Roeing continues to look for ways to ensure K-12 organizations are secure, online, and capable of remote learning in COVID and COVID recovery.

- **TRAINING:** Through our partnerships with industry leading manufacturers, we're able to deliver best-in-class education solutions quickly. These strategic partnerships also allow us to develop our technical skills through in-depth training and technical certifications and provide technology solutions to our clients using proven methodologies and best practices.
- **REPAIR CENTER:** With two offices in Central Indiana and a team of more than 50 professionals, the staff at Roeing has the experience to deliver our clients outstanding technical support and repair services.
- **WARRANTY:** All hardware comes with the manufacturer-provided warranty terms. While Roeing is not providing any warranty services as part of the e-rate bid, unless specified, Roeing is an authorized warranty service center for a select number of manufacturers.

Roeing IT Solutions
2433 South 9th Street, Lafayette, Indiana 47909
765.474.5402
www.roeing.com

COMPANY INFORMATION

SPIN: 143005719

DUNS Number: 096174990

EIN: 35-1461987

Bidder Number: 0000007508

MISSION

Our mission is to provide our clients innovative and creative technology solutions that elevate their organization to achieve their goals. We are committed to understanding their goals and align those goals with technology driven results.

CORE COMPETENCIES

- ◆ IT Project Management
- ◆ Software Engineering
- ◆ Data Analysis & Reporting
- ◆ Database & Application Design
- ◆ Business Process Engineering
- ◆ Managed Services
- ◆ Engineering Services
- ◆ Security
- ◆ Cloud Services
- ◆ Networking
- ◆ Wireless
- ◆ Video Surveillance
- ◆ Cabling
- ◆ Fiber Optics
- ◆ Audio Visual
- ◆ Vape Detection

INDUSTRY ALIGNED

- ◆ State and Local Government
- ◆ Healthcare
- ◆ Manufacturing
- ◆ Financial
- ◆ Indiana K12 Schools- 18 Districts
- ◆ Small/Medium Business

MICROSOFT CERTIFICATIONS

Certified Gold Partner in the specialized business areas of:

- ◆ Cloud Productivity 42
- ◆ Datacenter
- ◆ Data Analytics



Questivity Inc Proposal for VIGO COUNTY PUBLIC LIBRARY

470 Number: 250010951
Vigo County Public Library C2 FY 2025

Name: Questivity Inc
Address: 1680 Civic Center Dr. Suite 209.
Santa Clara CA 95050
SPIN: 143036495
FRN: 0025210964

Point of Contact: Humayun Sohel
Phone: (408) 605-5598
Email: hsohel@questivity.com
Website: <http://www.questivity.com>

Executive Summary:

This proposal is in response to 470 Application # **250010951** which was posted by the **VIGO COUNTY PUBLIC LIBRARY**. Within the proposal, Questivity Inc will provide the requested information which includes cost of the equipment, our company background and experience with similar projects.

Introduction:

Questivity Inc is based out of Santa Clara, California was incorporated as a corporation in August 1999. Throughout this time, Questivity has been in operation and providing IT infrastructure solutions and services to its e-rate, Commercial, SLED and Federal customers. We have been an e-rate service provider since FY16 and have worked with schools all across the nation on various projects related to their network infrastructure. A list of our references has been included as an attachment to this proposal.

Questivity is a full –service IT Infrastructure solutions firm that has partnered with **Cisco Meraki**, Fortinet, Extreme Networks, Cyberpower, WatchGuard, Eaton, Ubiquiti, Tripplite, Dell/EMC, HPE Aruba, APC, VMWare, Eaton, HP, Ruckus, Palo Alto networks, Engenius, Netapp, SAP and other critical IT hardware and software manufacturers to bring the best solutions to its clients. Our approach is very customer focused with the primary intent of solving client problems in the most efficient manner and within budgets. Questivity has a strong practice focus in data centers, unified communications, virtualization, storage, security and Wireless.

Questivity has been a **Cisco** Certified Partner for a few years and is authorized to sell all items related to this stack and all other enterprise solutions. Our team has a strong background in IT Engineering and they hold various certifications.

Our service array includes;

- * Offer competitive pricing on hardware and software
- * Provide network/power evaluations via site walkthrough at no additional cost
- * Provide clients with information on the e-rate program/process.
- * Help evaluate new and emerging technologies to solve the client’s most pressing issues.
- * Work as an extension of our client’s IT department and engage directly with all the major manufacturers to evaluate/ provide insight into solutions for client’s biggest problems.



K-12 References

School Name: GRANADA HILLS SR HIGH SCHOOL
State: CA
Project: Multiple Requirement APC UPS Systems
Contact Name: David Bensinger
Contact Phone: 818.360.2361
Contact Email: dbensinger@ghctk12.com

School Name: LASSEN UNION HIGH SCHOOL DIST
State: MI
Project: Ruckus Replacement/Upgrade
Contact Name: Andrea Rose
Contact Phone: (530) 257-1105
Contact Email: andrea.rose@lassenhigh.org

School Name: DODGE CITY UNIF SCH DIST 443
State: KS
Project: Districtwide Cisco Refresh
Contact Name: Ray Wipf
Contact Phone: 620-227-1600
Contact Email: wipf.ray@usd443.org

School Name: Rochester Public Schools USD 233
State: WA
Project: Cisco Hardware/Software Refresh
Contact Name: Justin Black
Contact Phone: 360-273-5536
Contact Email: jblack@rochester.wednet.edu



E-rate Contract

VIGO COUNTY PUBLIC LIBRARY
470 #: 250010951
Name: Questivity Inc
SPIN: 143036495

Contract Period: E-rate Program Funding Year 2025 (July 1, 2025- June 30, 2026)

Total Contract Amount: **\$27,039.62**

If selected as the vendor for this project, Questivity Inc will file an FCC Form 474, Service Provider Invoice (SPI) Form, to request reimbursement from USAC for the discount amount for eligible services and equipment provided to the applicant. The invoice will be for the non-discount portion of the purchase order amount. OR Questivity Inc will bill the applicant in full and applicant will use the BEAR method of USAC reimbursement to receive the discount amount.

Payment for the invoiced amount will be due in Net 30 days after delivery of the order. This proposal is contingent upon Board of Education and USAC approval. If the applicant does not receive the total anticipated funding from the E-rate program for this proposal, the applicant may choose to void all or part of this proposal.

If utilizing the SPI method of USAC reimbursement Questivity Inc will require an FCDL (Funding Commitment Decision Letter) with a positive funding commitment from USAC prior to shipping the order. After delivery of the order, if the FCC Form 474 (Service Provider Invoice (SPI) Form) submitted by Questivity Inc is not paid in full by USAC, the applicant will be liable to pay the outstanding balance to Questivity Inc.

Questivity Inc
Date: 02/17/2025
Approved by: Humayun Sohel

Signature

VIGO COUNTY PUBLIC LIBRARY

Date:
Approved by:

Signature



1680 Civic Center Dr, Suite 209
Santa Clara, CA - 95050

Tax ID: 77-0521459
FRN: 0025210964
SPIN: 143036495
DUNS: 017459434

470 # 250010951

Quote # QT24176
From: Faisal Khan
PH: 408-622-0091
Fax: 408-615-1771
Email: faisal@questivity.com

Date: 2/17/2025
Ship To: VIGO COUNTY PUBLIC
LIBRARY
One Library Square Terre
Haute, IN 47807
812-232-1113 ext.1101

Attn: Dennis Shepard
Director of Support
Services
812-232-1113
erate2025@vigolibrary.org

Item #	Part #	Description	E-Rate Eligibility %	Qty	List Price	Extended List Price	Discounted Price	Extended Price
1	CW9163E-MR	Catalyst 9163E AP(W6E, tri-band 2x2,Outdoor) w/MERAKI	100%	5	\$3,009.98	\$15,049.90	\$797.64	\$3,988.20
2	CW-ANT-O1-NS-00	4/8/8 dBi Omni Dipole, N connector, Catalyst and Meraki	100%	8	\$251.25	\$2,010.00	\$116.83	\$934.64
3	CW-ANT-D1-NS-00	8/9/9 dBi Directional Patch, N connector, Catalyst and Meraki	100%	3	\$1,380.87	\$4,142.61	\$642.10	\$1,926.30
4	CW9178I-RTG	Cisco Wireless 9178I(W7,4 radio,3 band 4x4,UWB),Global	100%	13	\$3,009.98	\$39,129.74	\$1,068.54	\$13,891.02
5	LIC-ENT-5YR	Meraki MR Enterprise License, 5YR	100%	18	\$752.63	\$13,547.34	\$349.97	\$6,299.46
Subtotal				47	\$8,404.71	\$73,879.59	\$2,975.08	\$27,039.62

Quote Notes:	Subtotal	\$27,039.62
	Sales Tax	\$0.00
	Shipping	\$0.00
	GRAND TOTAL	\$27,039.62